

SANDY CITY
APPROVED POSITION SPECIFICATIONS

I. Position Title: Fleet Courier Revision Date: 1/02
EEO Code: Skilled Craft Worker
Status: Non-Exempt

II. Summary Statement of Overall Purpose/Goal of Position:

Under the close supervision of the Fleet Operations Manager, provides delivery services for all city departments.

III. Essential Duties:

- Delivers daily inter-city mail
- Performs special mail deliveries
- Picks up and delivers parts for Fleet Division

IV. Marginal Duties:

- Perform other duties as assigned.

V. Qualifications:

Education: High school diploma or equivalent required; must have valid Utah State Operators License.

Experience: Some related experience.

Responsibility for: Moderate responsibility for the care, condition, and use of mechanical materials, equipment, tools, etc.

Communication Skills: Daily contact with employees, other City Departments and vendors.

Tool, Machine, Equipment Operation: Regular use of City truck, radio and telephone.

Analytical Ability: Establish and maintain effective working relationships with employees and customers.

VI. Working Conditions:

Regular exposure to unpleasant and hazardous working conditions which includes exposure to noise, dust and toxic chemicals including cleaning fluids, motor fuels, paints and paint removers, etc.; contact with employees; occasional lifting of up to 50 pounds.

The above statements are intended to describe the general nature and level of work being performed by the person(s) assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required of personnel so classified. The approved class specifications are not intended to and do not infer or create any employment, compensation, or contract rights to any person or persons. This updated job description supersedes prior descriptions for the same position. Management reserves the right to add or change duties at any time.

DEPT/DIVISION APPROVED BY: _____

DATE: _____

PERSONNEL DEPT. APPROVED BY: _____

DATE: _____